

Martin, Molly

From: Marcelo Villagomez <mvillagomez@santamonicaabay.org>
Sent: Wednesday, June 18, 2014 3:02 PM
To: Roberts, Nicole
Cc: Martin, Molly; Carr, Danielle; Meltzer, Kathy; Holliday, Kysha
Subject: RE: EPA Administrative Capability Questionnaire for Santa Monica Bay Restoration Foundation (Recertification)
Attachments: SMBRF - OMB Pre-Award Form 0412 - signed.pdf; FS-SMBRF-A133-063013-Audited Financials.pdf; FS-SMBRF-063013-Audited Financials II.pdf; 13 Personnel Handbook 06-30.pdf; Detailed Accounting Procedures for team 6-30-13.pdf; SMBRF - Conflict of Interest 1.3.pdf; SMBRF - Procurement.pdf; SMBRF - Property.pdf; SMBRF - Record Retention.pdf; SMBRF - Travel.pdf

Dear Nicole,

Please find attached the completed questionnaire and copies of the requested documents. Let me know if you have any questions.

Thank you!

Regards,

Marcelo Villagomez
Administrative Director
The Bay Foundation (aka Santa Monica Bay Restoration Foundation)
(888) 301-2527
(626) 249-5401 fax

From: Roberts, Nicole <Roberts.Nicole@epa.gov>
Sent: Wednesday, June 04, 2014 10:23 AM
To: Marcelo Villagomez
Cc: Martin, Molly; Carr, Danielle; Meltzer, Kathy; Holliday, Kysha
Subject: EPA Administrative Capability Questionnaire for Santa Monica Bay Restoration Foundation (Recertification)

Dear Mr. Villagomez:

Congratulations on being considered for a U.S. Environmental Protection Agency (EPA) assistance agreement award! Because your organization's award is \$200,000 or more, we are required under EPA Order 5700.8 to review your systems for controlling and managing federal funds. This review is an assessment of your administrative and financial systems' ability to manage your awards in accordance with Federal Regulations, EPA guidelines and OMB Circulars.

Please have your organization's authorized representative complete the attached questionnaire. Also, please substantiate your "yes" responses to the questionnaire with copies of your current:

- accounting procedures,
- audited financial statements (A-133 or other audit, if available),
- conflict of interest policies,

- personnel and timekeeping policies,
- procurement policies,
- property management policies,
- record retention policies, and
- travel policies.

Please submit your response as soon as possible to prevent any delay in receiving your award. Electronic responses can be submitted to me via email at (roberts.nicole@epa.gov). Please be advised that postal security procedures will add 7-10 days to the delivery time of hard copy responses. The mailing address is:

Attn: Nicole Roberts, Compliance Specialist
US Environmental Protection Agency
Office of Grants and Debarment
1200 Pennsylvania Avenue, N.W. (Mail Code 3903R)
Washington, DC 20460

Thank you for your assistance in the EPA pre-award review process. If you have any questions, please feel free to call me, Nicole Roberts at (202) 564-5329 or Ms. Kathy Meltzer at (415) 972-3714.

Thanks,

Compliance Specialist
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